

Board of Library Trustees - Meeting Agenda

February 8, 2018

1:00 PM

Hubbard Memorial Library

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TOWN OF LUDLOW

Appointments

Director's Report

New Business

- Elevator inspection – 2/8
- HVAC / Elevator contract cost shifting to the town
- Two Staff Goals (staff development meetings) have been completed
 - Will be changing to newsletter from a quarterly basis to monthly starting in April
- Staff is developing a coordinated Facebook posting schedule
 - This will be incorporated into a forthcoming marketing plan
- I am attending Legislative Breakfast 2/2/18 in Chicopee with Senators Jim Welch, Eric Lesser, and Donald Humason
- A budget meeting is scheduled for the Finance Committee – Feb. 28th
- Submitted information for a third party payroll audit
 - Vote on new timesheet form
- Attended LSTA grant writing workshop – draft grant application is due 2/28
- Year-end Statistics for 2017 are available – see correspondence
- I attended a Department Head meeting with the town regarding the upcoming budget process
 - Draft budget will be provided to me as part of Stage I of the budget process
- I cancelled the subscription to Value Line - \$1,000.00 which was under-utilized
- Performed outreach to Keystone Commons Assisted Living Facility
 - Will coordinate a computer class to coincide with their bus trip into town.
- Gareth Mannion has offered to volunteer in support of the Adult / YA digital media lab projects
- Reached out to Human Resources to coordinate staff training with Mass Interlocal Insurance Association
 - This would be part of a staff training day including in house presentation re: social media, computer instruction and MIIA Customer Services training
- Submitted Capital Projects Request form for HVAC replacement to Ellie Villano, Town Administrator
- Adult Digital Media Lab preparations
 - Received two new Nikon 16 MP 40X zoom digital cameras / two new copies of Adobe Photoshop Elements & elements Premiere software

- Submitted request for two graphics enabled desktops to support the Adult Digital media Lab
- The Friends Group is paying for the Children's Museum at Holyoke passes
- Submitted recommended FY 19 budget as an initial step in the budget process - 1/31

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Old Business

- Follow up with Finance Committee re: parking lot
- Follow up with Parks and Rec, once the weather gets better re: removal of three dead pine trees
- Held Library Director Roundtable with: 12 fellow library directors, Tim Spindler, Executive Director at CW Mars, and Jeanette Lundgren, Library Applications Manager of CW-Mars
- The process of adding new shelving and re-configuring the YA and staff work areas in the Children's Department is complete as of 2/1/18
 - Future projects
 - Installation of Digital Signage

Correspondence

- Proposed time sheet
- End of year stats
- Invoice for Children's Museum of Holyoke passes
- Recommended Budget documents

Executive Session

Discussion: Open

The February 2018 meeting date/time has yet to be determined.

***Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.**